

REPORT TO THE COUNTY EXECUTIVE SECOND QUARTER, 2007

ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 2nd quarter of 2007:

- Recommendation to formally change the "Administrative Services Department" to "Recreation and Administrative Services Department".
- Chaired weekly meetings to plan Bay County's Sesquicentennial Celebration.
- Conducted seasonal Golf Course interviews for various positions.
- Attended the Homeland Security Advisory Council and Regional Homeland Security Executive Board meetings in Lansing.
- Continued to participate in several meetings regarding the recommendation of the copiers, document imaging system, and software vendor selection.
- Implementation of vital check for use with the Summer Recreation program registration on the County's web.
- Participated in technology meeting and strategic priorities.
- Participated in ISD on call and help desk software demonstration meetings.
- Held recreation meetings to discuss expanding marketing efforts at recreational facilities.
- Participated in the Intergovernmental Collaboration meeting held at the Alice & Jack Wirt Library.
- Attended part one and two of four Leadership Training; the Essentials of leadership training and Building an Environment of Trust.
- Participated in the interview process for the Emergency Management Coordinator position.
- Attended the 2007 Emergency Management MSP Homeland Security

Conference.

- Participated in the Bay 3 TV taping of Region VII and Bay County's 150th Anniversary.
- Successfully hosted Bay County's 150th Anniversary Celebration and raised over \$7,000 in private donations.
- Attended the Arena Managers conference in Mount Pleasant.
- Golf Course snack shop and daily operations meetings to enhance services and improve financial performance.
- Started with Administrative Services staff on the 2008 budget planning process.
- Attended the Michigan State Police Chairs retreat in Claire.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; PreCovery Planning Meetings; Hazardous Mitigation update meetings; Local Planning Team meetings; Incident Management Team meetings; Homeland Security Grant meetings; Civic Arena staff meetings and Administrative Services Staff meetings.

Buildings & Grounds

- Conducted annual Day Lilies Give Away.
- Installed water hydrant by new horse corals at Fairgrounds.
- Cleaning, stripping/repainting and converting Fairgrounds restrooms to handicapped accessible.
- Installed 600 ft. of field tile for drainage at the Fairgrounds.
- Installed two 150 Amp outdoor panels and receptacles at the Fairgrounds.
- Cut down two large oak trees at Fairgrounds.
- Re-pouring and making necessary repairs on sidewalks at mental health homes.
- Repaired drinking fountain at Vets.
- Repaired approximately 20 lights at Vets Ballfield.

- Extended the Water line for RV sites at Pinconning Park.
- Conducted Auction and brought in \$18,000 in revenue.
- Removed all security bars off windows in Clerks office.
- Installed additional Energy Management controls in County Building.
- Remodeled County Building 3rd floor conference room—took out old judges bench and repaired floor and walls.
- Installed new 400 amp disconnect and associated wiring for new rooftop AC Unit on Health Department.
- Painted and replaced ceiling tiles in four offices at Health Department.
- Added 3 cameras to the Courts security system.
- Removed and replaced brick pavers in front of LEC.
- Relocated 220 volt outlet for copy machine at LEC.
- Moved Fax line at 911.
- Removed, rebuilt, and reinstalled sump pump at Community Center.
- Replaced sump pump at Juvenile Home.
- Changed desiccant wheel at Civic Arena.
- Repaired AC at Golf Course.
- Repaired neon sign at Golf Course.
- Conducted seasonal interviews for Swimming Pool and Summer Recreation Programs.

Civic Arena

- The Civic Arena's spring adult league had 18 adult league teams—about average for the spring. Our spring youth league was average too with 17 house teams and 4 travel teams.
- The summer skating season is doing splendidly. We have 25 teams participating in the high school and JV leagues. Our adult league had a record 24 teams in our

men's league this summer. The most teams we have ever had was about 14. We credit this to the earlier start of the season, mid-June rather than mid-July. Most of the adult players are college kids home for the summer.

Information System Division

- The selection of copiers that would replace the XEROX copiers are now reduced to two vendors. A selection of the vendor was brought to the Board of Commissioners with their passing. However, the Finance department has requested the other vendor. Thus, the rollout and replacement of the XEROX copiers will take place hopefully in the Third quarter of 2007. This is beginning to adversely affect the effectiveness of the IT staff on encountering other projects that are on the docket for Third Quarter, 2007.
- Final testing and the selection of Cherry Lan software to replace the current DocuShare scanning capabilities have been presented to the Board with the approval granted at the June meeting. With the delay in the selection of copiers, this has affected the implementation of this scanning solution and the conversion of all the current documents that are housed in DocuShare. A detailed planning session needs to be completed to ensure that the dates and other milestones are within reason to accomplish this very large feat.
- The progress of the Direct Deposit are coming to the final stages. With all intent we should be prepared from the ISD perspective to Go Live with Direct Deposit on the August 10, 2007 payroll. However, there needs to be a coordination of personnel in other departments to assist and finalize the employees payroll choice for Direct Deposit and the finalization of the procedures that need to be in place to make the entire project a complete success.
- Plans are in place to present a detail analysis and solutions to the New World application at the Central Dispatch area. We are in need of a 100% redundant backup system, a test environment to install and test the upgrades to both the operating system as well as the application system (New World).
- All purchases from individual departments regarding software and hardware has been purchased and installed. We are in preparation for the final batch of PC's that will eliminate all Windows 2000 and below operating systems to Window XP county wide. This task will be the largest of the implementations for the Third quarter of 2007.
- The technical staff have been reviewing possible Help Desk solutions and a Demo of a system was installed on our network for review. We are looking at a few others before we make the appropriate choice for the best of Bay County moving forward.

- Installed and have a network monitor application that alerts the staff whenever any equipment on our network is down or reporting a weak signal. With this application in place, the tech's can have a page as well as an E-mail sent to alert them of issues that can be resolved before they develop into a critical system resource being down.
- The wireless capabilities have been installed in the Health Department and the EOC area. We have tested this solution and it works sufficiently in the event we have a critical situation in the County that needs communication with other agencies and facilities.
- The Novell Zenworks application has been installed on a test server which allows the support staff to push out the appropriate software and upgrades to all the equipment on the county network. We are currently testing a number of workstations in a live environment (ISD only) and will begin the process of rolling out this application throughout the entire county. A brief note that this software was purchased in 2000 and thankfully, we are now in a positive position to utilize this software to its fullest.
- The BS & A application for the County Treasurer is fully operational and is being utilized not only at the County level but throughout the entire county. This includes all cities, townships and villages. The Equalization department is using this application as well in a live production environment.
- Installed a beta version of the JIS software. Encountered a number of minor issues that have been resolved and functioning correctly.
- Numerous program request for daily maintenance issues with regards to in-house applications (Financial and individual entities) in preparation for the 2008 budget year.
- Implemented a storage solution for the Courts that will automatically backup all of the court room PC's on a nightly basis and store the data on a Store Vault server located on the 8th floor. At a scheduled nightly backup, a tape backup is then taken and stored off-site along with the other tape backups that we have in place. Prior to Store Vault, each individual PC was backed up at the workstation level only which provided a window of possible data lost or corruption.
- Implemented a three site back up of tapes that are rotated nightly by the Building and Grounds department. With their assistance this process has heighten our security and data retention environment in the event of a disaster within one of the Bay County buildings.

Region 3 Homeland Security Grant

- The FY06 State Homeland Security Grant has gone regional in this grant cycle. Bay County is acting as the fiduciary in Region 3. The grant is \$2,177,982 SHSGP, \$1,557,412 LETPP, \$15,000 RRTN and \$49,480 Heightened State of Alert for a total of \$3,799,874. Bay County, as fiduciary, is eligible for 3% of the grant in reimbursable expenses.
- The grant is administered by the Region 3 Homeland Security Planning Board (R3HSPSB) that is meeting on a monthly basis. The R3HSPSB has formed a Strategic Plan for the Region 3 to meet the goals of Region 3 and the MSP-EMHSD. The Board has formed 8 subcommittees to "flesh out" the projects that will assist the R3HSPSB in accomplishing the tasks identified in the Strategic Plan. The subcommittees are also meeting on a monthly basis and reporting back to the R3HSPSB.
- Reimbursements have been submitted for the 4th qtr 2006 and the 1st qtr 2007 for SHSP allocations from the grant. The 2nd qtr 2007 reimbursement is in process.
- A Region 3 Citizen Corps Council grant application was made and awarded to Bay County in the amount of \$52,440. Howard Wetters and Joel Strasz are leading the efforts to form Region 3 CERT (Community Emergency Response Team) and MRC (Medical Reserve Corps) teams.

ENVIRONMENTAL AFFAIRS AND COMMUNITY DEVELOPMENT

Director Activities

- Reviewed Michigan Department of Environmental Quality's General Permit for Shoreline Management to determine potential impacts and authorities as it relates to Bay County properties and affected citizen issues. Requested and received clarification from DEQ that our existing (individual permitted) beach grooming activities at Pinconning Beach will be allowable under the GP - after our existing permit expires and will be obtained at a significantly reduced cost (GP costs 1/5th of IP).
- Attended two (2) Leadership Training Essentials of Leadership and Building an Environment of Trust
- Prepared RFP/RFQ for Registered Surveyors for the 2007 Remonumentation season, to include Bay County G.P.S. coordinate work.
- Hosted an information meeting in Monitor Township on farmland preservation for Bay County Township Officials, with meeting notices being sent to the County Executive and Board of Commissioners. Representative from the Michigan Dept.

of Agriculture presented overview and reviewed questions on process, Bay County Farm Bureau presented a history of effort.

- Coordinated with Kawkawlin Township, Recreation Committee (several meetings) on future plans for trail and other improvements at township park. Provided copies of information on DNR Trust Fund and other grants.
- Responding to Board inquiry, made outreach to several farmers, agricultural business's, local landscape and greenhouse/nursery owners regarding interest and level of support (if) for a proposed local ban on phosphorus. (not supportive of differing local rules but would support a statewide (limited) reduction. Researched other communities efforts and local ordinances, got copies of proposed legislation and provided this information to Bob Redmond.
- Assisted in the development of the agenda and meeting coordination for DEQ/Bay County Saginaw Bay Coastal Initiative (SBCI) Meeting - DoubleTree Hotel.
- Presented information to a group of 20 as invited speaker before the 2007 Leadership Bay County Class on Natural Resources and Environmental Issues Affecting the Saginaw Bay Area.
- Attend and participate in DOW hosted Regional Management System meetings for Environmental and Natural Resources and Regionalization priorities.
- Researched local waste and material recycling options for news article.
- Lead facilitation of Bay County's energy efficiency and eco-friendly efforts, with 23 participants highlighting areas of effort and areas of need.
- Facilitate problem resolution with Animal Control on various issues: bad adoption, staff scheduling issues, budget items.
- Prepared RFQ for Farmland Preservation PDR program framework development.
- Served as Environmental Coordinator for lead abatement and soil remediation project through the Housing Rehabilitation program and State Community Health (providing some funding) involving children with high levels of lead in their blood. Saved approximately \$7,000 towards project costs

Gypsy Moth

During the past three months the staff of the Gypsy Moth Program has been busy with the following activities:

- **Population Monitoring**

Staff members began monitoring for Gypsy Moth hatch in Mid April. Hatch was first observed on April 30, 2007 and continued slowly through the third week of May. Peak Hatch was observed May 8, 2007 which indicated that spraying should be done 14 days prior, around May 22, 2007.

In addition to monitoring in known sites, staff members answer complaint calls from homeowners throughout the county. Several sites that were not sprayed have been found to have relatively large caterpillars populations but there has been relatively little noticeable damage to the trees in these areas. The week of June 4, 2007, banding was placed around trees in these areas to promote the build up of disease and predators. It will also encourage the females to lay eggs in areas where they are easy to find in the fall.

- **Spraying**

Spray operations were conducted on Monday, May 21, 2007 and there were no weather delays or problems. A total of 416 acres divided into 6 areas throughout Bay County were treated this year. The insecticide used was Foray 48B, a Bacillus thuringiensis containing pesticide which has low cross species toxicity and no re-entry limitations.

- **Educational Programs**

Program staff conducted educational programs at the Mac Gregory Elementary School, Bay City State Recreation Area, Euclid Linear Park and lead interpretive walks at Pinconning County Park during May and June. We have taught over 1300 area youth and adults about gypsy moths, emerald ash borers and other insects and their roll in the environment.

- **GIS/Digitizing of Spray Blocks**

Digitizing of spray blocks was completed and refined using Arcview. These maps were then loaded in to the applicators airplane so he could easily identify the areas to be treated.

- **Vegetation Inventory**

Developed the data structure for conducting an inventory of vegetation on publicly owned lands throughout the county.

Geographic Information Systems (GIS)

- Began 2007 Parcel Updates and corrections to 2005 Aerial Photography
- Prepared aerial photo maps of the 2007 Tax Reverted Properties
- Launched the interactive GIS Website baygis.org with 2005 aerial photos and parcel data.
- Misc. GIS map requests

- GIS Tech Support for: Equalization, Drain Office, Mosquito Control, Gypsy Moth
- Assisted several townships and Midland County with data sharing requests

Transportation Planning

- Planning for 2007 MTPA Conference in Bay City
- Completion of the BCATS 2035 Metropolitan Transportation Plan
- Completion of the BCATS 2008-2009-2010-2011 Transportation Improvement Program
- Completion of BCATS 2008 Unified Work Program
- Started Asset Management Data Collection of PASER ratings of all Bay County Federal Aid Eligible Roads
- Continued to work towards Bangor Twp CMMS Safe Routes to Schools Program
- Compiled 2006 HPMS data and submitted to MDOT

Mosquito Control

- Dry is the word for Spring of 2007! Throughout the month of May only 2.6 inches of rain were recorded, compared to 4.35 inches in May of 2006 which triggered large hatches of *Aedes vexans* mosquitoes. The month of June, likewise, has been very dry (1.36 inches with only 4/10 recorded after June 6).
- We continue to find of *Aedes japonicus* in light traps, gravid traps, and larval samples from containers and the Saginaw Bay bayfront!
- Two training sessions were held May 4 and May 18, to educate seasonal staff in mosquito control operations and to prepare them to test with the MDA as certified technicians.
- Public education efforts continued during this quarter with 3rd grade classes at McGregor Elementary School. We plan to run various presentations on Bay 3 TV within the next several weeks. These would include: Artificial Containers and Thunderstorms presentations.
- Disease surveillance efforts continue with 94 mosquito pools submitted to date. Bay County residents call daily to report dead bird sightings. Eight birds have been tested with all testing negative. *Culex* species mosquito control in catch basins was completed in June using Vectolex.
- Technicians continue working to fog adult mosquitoes. By and large, they were needed in northern Bay County where spring woodlots had produced large populations of *Aedes canadensis*, *Ae. vexans*, and *Ae. sticticus*. Crews have been shifted to the eastern county boundary, the Saginaw Bay, where cattail marsh habitats have produced numerous *Cq. perturbans*. Surveillance of adult mosquitoes has shown that most bothersome mosquitoes are breeding along the Bay at

Pinconning Park and Bay City State Recreation area.

- A scrap tire drive was held June 22 -23, 2007 at the Fairgrounds with 2,479 tires collected.
- Three biology technicians attended the mosquito ID class that was sponsored by Saginaw County. They learned some new things and had a refresher at the same time.

Animal Control

- Summer is here. The shelter has been 'abark' with the sound of animals. Cages have been filled, keeping the staff extremely busy with handling and caring for the animals. The number of visitors has been incredible (4,258). Phone calls are rolling in, with 3,871 received during this quarter.
- Officers have had 1,031 field activities, including 175 animals taken in by officers. At the counter, staff has received 779 animals.
- Fifty-three cats, one hundred twenty-two dogs, and seven other critters have adopted new families. Two hundred seventy-two animals have found their lost owners. Unfortunately, it has been necessary to euthanize four hundred ninety-nine animals during this quarter.
- Education remains a very important part of the services given through Animal Control. Everyone in the Department is involved. Custodians speak with people about care of animals and temperaments. Clerks speak with the public about how the Department can help resolve their issues. Officers attempt to educate owners about non-compliance issues prior to law enforcement. Information was displayed and passed out at the Bay City State Recreation Area during the annual Pet Parade in June.

FINANCE DEPARTMENT

Payroll

- Summer programs are up and running. The first payroll in April, 542 employees were paid. There were 636 employees paid on June 29.
- Worked with County auditors throughout the quarter to assist in the completion of the 2006 audit report.
- Attended several general meetings of the Financial Information Systems' Team (F.I.S.T.), and 3 half-day meetings for vendor presentations.

- Processed the following retroactive pays:

April 5	BCAMPS (2006)
April 20	USWA Full-Time (2006)
May 4	Non-Rep, Elected, BCAMPS, USWA Full-Time (2007)
June 1	Central Dispatch, Nurses, Road Patrol, USWA Part-Time (2006)
June 15	Central Dispatch, Nurses, Road Patrol (2007)
- Worked with Phyllis Hartman and Deb Schmiede relative to programming for direct deposit
- Completed 2007 E-4 Government Census form/survey.

Health Insurance

- Sent notices to retirees regarding health insurance rate changes effective 7/1/2007.
- Completed accounting for 2006 Blue Cross administrative services contract plan year. Established employee contribution rates that are to be effective 7/1/2007. Notified employees of same.
- Attended internal meeting to discuss Bay County employee/retiree health/wellness initiatives.
- Met with Public Employee Benefit Solutions representative Angela Garner and Blue Cross representative John Anthony to review 1st quarter self-insured plan costs, Blue Cross prescription drug initiatives and data they collected at the County's request to assist County in wellness initiative.

Self Insurance Fund

- normal activities

Retirement

- Input retiree health insurance rates to be effective 7/1/2007 onto Northern Trust system.
- Danean Wright completed accounting for the retirement fund as of 12/31/2006 and worked with the County auditors on same.
- New filing system was installed in retirement area. Naomi Wallace began process to transfer the contents of approximately 1800 employee and retiree files to the new filing system. The new system will save space, allow for future growth and increase staff efficiency as a result of the standardized label process which is provided by the new Tab Products filing system.

V.E.B.A.

- Collected information from outside employers and submitted same to Gabriel, Roeder, Smith re: 2006 actuarial valuation.

401K

- Normal activities

457

- Met with Nationwide representative Ken Kelbel regarding two new investment plans offered within 457 plan. Scheduled meetings on June 25 & 26 for Ken to present new options to employees.

Budget/Grants

- The year-end closing was the primary focus of the budget division in the beginning of the second quarter of 2007. The budget division also assisted in preparation of various analyses for the Transmittal Letter and Management's Discussion and Analysis letter which is part of the county's Comprehensive Annual Financial Report.
- In addition, June is the month this department began the 2008 budget preparation process by preparing the personnel worksheets and budget instructions for all county departments. Again this year, county departments will be able to input their 2008 budget requests through an "on-line" budget preparation program develop by Information Systems. In addition, departments are being asked to submit program enhancements to budgets under their control on a separate form designed to better evaluate such requests.

Accounting

- Preparation for and completion of the FY 2006 Audit (CAFR)
- Preparing for FY 2006 Single Audit
- Worked with Bay County Sheriff's Department to adjust grant projections and budget for reduction in Marine Grant .
- Worked with Pat Bostick to determine how to account for new Regional Homeland Security Grant which will represent 14 counties.
- Worked with auctioneer to resolve sales tax issues resulting from auction.
- Statistical tables
- Continued work with FIST committee regarding the search for financial software.
- Preparation of Indirect Cost Report for MAXIMUS.

Purchasing

- Bids Drafted:
½ Ton Truck for Mosquito Control
Microwave System for 911

- Bids Sent Out:
Liber Scanning
Legal Services Provider
Medical Director
Purchase of Developmental Rights Local Facilitator
- RFP/RFQ opened:
Liber Scanning
Legal Services Provider
Medical Director
Purchase of Developmental Rights Local Facilitator
- Bids Awarded:
Copier
Document Imaging System to CherryLan
- Bids Awarded but on hold:
Purchase of Developmental Rights Local Facilitator
- Bids completed but not awarded:
Legal Services Provider
Medical Director
- Other Items:
Continuing F.I.S.T committee meetings, setting up final reference checks
Working with AT&T to smoothly transition phone service and verify all County numbers
Researching the possible use of RFP and RFQ on-line bid sites
Attended the County auction to monitor the sale of County vehicles
Attended a meeting concerning the recycling needs of the County buildings
Distributed new municipal license plates and new gas cards
Conducted annual business review with Office Max
Reviewed the purchasing policy and procedures with the Buildings and Grounds Team
Finalized the procedures of the cell phone policy.

Miscellaneous

- Management staff attended two leadership training sessions.

HEALTH DEPARTMENT

Administration

- The Health Department is moving into the final phase of the physical restructuring. There are a few minor projects yet to be completed. Phase Two of the project will continue this year with remodeling of the Family Planning and Health Screening Clinic areas, public and employee restrooms, as well as painting of the back hallways, the Health Educators office, and the Laboratory.
- The Management Team met with clerical staff to discuss the development of a master manual for all programs and clinic operations on June 28th.
- The Health Department has implemented the yearly programming calendar with Bay 3 TV. Staff has taped segments on Michigan's Public Health Week, Beach Water Safety and Interpreting Advisories, as well as Lead Screening. All Health Department Divisions/Programs, and the Division on Aging will present short programs for broadcast on Bay 3-TV.
- The Health Department purchased the Teletask software call reminder system. This system is currently being installed and tested. The system will be used to call WIC and Immunization clients and remind them of clinic appointments. An important feature of this system is its ability to implement a number of call-down functions in an emergency. This will enable both the Health Department and other County departments to implement their emergency call-down lists when necessary.
- The Health Department submitted its Corrective Action Plan (CAP) to the Michigan Departments of Community Health, Agriculture and Environmental Quality on May 15th. All 10 items sent under the CAP were accepted, and MDCH, et al will monitor progress regarding these issues throughout the coming year.

Meetings/Trainings attended by Health Director:

- Modular Emergency Medical System (MEMS) training to Bay County Medical Professional (BRMC Lincoln Center)
- Attended Saginaw Bay Coastal Initiative meeting at Doubletree
- Attended and spoke at the Senate Appropriations meeting in Lansing
- Attended 2 Leadership Trainings at the Community Center
- Attended the Great Lakes Homeland Security Conference in Grand Rapids

Division On Aging

- A dinner theater program to see Cats was held on April 25, in cooperation with Bay City Players. Attending this event were 216 seniors.

- The Volunteer Recognition Dinner recognizing the contributions of Division on Aging volunteers was held on April 19. There were 112 meals served to eligible volunteers.
- Cinco de Mayo Celebration was held at Rainbow Center at the Canteen on May 3. Thirty-three seniors attended.
- A driver safety class was held on April 17 and 19, in cooperation with AARP Mature Driver Program and Hampton Township Police Department.
- Two Division on Aging volunteers were honored at the Diamond Gem Awards Dinner held on May 9. Joyce Christian, home delivered meals volunteer, was named Volunteer of the Year, and Betty LaPan, Pinconning Center volunteer, received honorable mention.
- Approximately 230 individuals registered and participated in one or more of the activities for Bay County Senior Olympic Games. There were 778 meals served at several events. Many activities were scheduled during the two weeks of Senior Olympics, and considerable staff and volunteer time was committed to coordinating all of the various events.
- A Strength Training Exercise Class was held in March and April, with a total of 21 individuals in attendance.
- Grant application for State and Federal grant funding for FY 2008 was submitted to Region VII Area Agency on Aging on June 18.
- A bus outing for seniors to shop at Northwoods Wholesale Outlet and have lunch at Pinconning Senior Center was held on June 22, with 15 seniors participating.

Maternal Infant Health Program

For this quarter, Medicaid Outreach activities included lead testing, enrolling pregnant women, mothers and infants into the Maternal Infant Health Program (MIHP) and assisting individuals and families with completion of the on-line Michigan Medicaid eligibility application. Additional activities included informing families about the Early Periodic Screening and Developmental Testing (EPSDT) program with an emphasis on educating families about the value of preventive health services and periodic exams, and referrals to our Family Planning Program. Staff also verified individual's current Medicaid eligibility status prior to conducting visits through our MIHP.

New Referrals - 110

Maternal Enrollments - 44

Infant Enrollments - 25

Enrolled in Child Birth Education - 39

Maternal Screens Administered - 57
Assisted with Medicaid Enrollment - 7

Communicable Disease

There were 67 reportable diseases received

STD

Tested - 92

HIV

Tested for HIV - 52
Tested anonymous/ confidential – 14/38
Never tested before - 22
Tested before (negative test) – 30

Early Periodic Screening and Development Testing (EPSDT)

Children screened - 27
Screened for lead - 66

Vision

School aged children screened - 523
Passed/ referred / seen by an eye doctor – 450/41/20
Preschool aged screened - 796
Passed/ referred/ seen by an eye doctor – 702/86/43
Total children screened - 1319
Total number passed/ referred – 1152/127

Hearing

Preschool aged children screened - 801
Passed/ referred/ seen by physician – 756/37/20

Emergency Preparedness

Meetings/Trainings Attended/Hosted by the Emergency Preparedness Staff:

APRIL

- Held first round interviews for Emergency Management Coordinator position
- Attended Region 3 EPC Meeting in West Branch (Melissa)
- Coordinated with Bay Regional Medical Center and Bay County Medical Control Authority to present "Modular Emergency Medical System for Clinicians" at the Lincoln Center (Melissa, Dominic)
- Blood borne Pathogen Training at Juvenile Home (Marilyn, Dominic)
- Bay 3 TV Taping at Salvation Army (Dominic, Dan)
- Child Identification Day (Michigan Public Health Week Event) (Dominic, Debra)

- Celebrate Young Children Hands-on Activity Fair (Dominic)
- Pandemic Influenza Presentation at Beechwood Adult Foster Care Home (Dominic)

MAY

- Held second round interviews for Emergency Management Coordinator position and made offer to hire
- Attended the Great Lakes Homeland Security Training Conference in Grand Rapids {Barb, Joel, and Melissa}
- Assisted with evaluating Bay Arenac Intermediate School District Lock-down Drill {Melissa}
- Attended 7th Annual Michigan Department of Community Health Communicable Disease Conference {Melissa, Marilyn, and Susan}
- Annual Fit-testing for P100 and full-face respirators
- LEPC Meeting
- Quarterly MIHAN High Test Alert
- Bay 3 TV Taping regarding Water Safety (Dominic, Joel)
- Child Passenger Safety Training Course (Dominic)
- Excel Levels 1,2,3 Training (Dominic)

JUNE

- Chris Izworski started on the 6th as the Emergency Management Coordinator
- Attended Region 3 EPC Meeting in Flint {Melissa}
- Volunteered at Bay County's 150th Celebration activities {Melissa}
- Volunteered as mock patients for Arenac County's Pandemic Influenza exercise {Melissa, Chris, and Deb}
- Evaluated BRMC's dispensing site exercise {Melissa & Chris}
- Held "Meet-n-Greet" for new Emergency Management Coordinator
- Attended the first Bay County ISD System Steering Committee {Melissa}
- Meeting with Law Enforcement regarding SNS (Dominic, Barb)
- Mass Fatality Conference (Dominic, Melissa, Chris, Debra)
- Grant Development Seminar (Dominic, Debra)

*Participated in monthly 800 MHz radio drills

Acronyms:

BRMC = Bay Regional Medical Center

MCA = Medical Control Authority

MEMS = Modular Emergency Medical System

MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division

MEMAC = Michigan Emergency Management Assistance Compact

ISD = Intermediate School District

LEPC = Local Emergency Planning Team

LPT = Local Planning Team
 MIHAN = Michigan Health Alert Network
 MDCH OPHP = Michigan Dept. of Community Health Office of Public Health
 Preparedness
 BTDN = Bioterrorism Defense Network
 DHS = Department of Human Services

Environmental Health

Note: These are Preliminary Numbers That Are Subject to Change

FOOD SERVICE		WELL, SEPTIC, & MISC.	
Fixed Food Est. Inspections	189	Number of Parcels Evaluated	66
Mobile, Vending & STFU Inspections	52	Number of On-Site Sewage Disposal Permits Issued	49
Temp. Food Est. Inspections		Number of Alternative/Engineered Sewage Systems Approved	4
Follow Up Inspections	19	Number of Failed System Evaluations Conducted	20
Number of Plans Received for Review	2	Number of Complaints Regarding Sewage Investigated	7
Number of Plans Approved	7	Number of Well Permits Issued	20
Consumer Complaints Investigated	12	Number of Abandoned Wells Plugged	NA
Foodborne Illness Complaints Investigated	3	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	6

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
642
Number of Encounters in Family Planning Clinic
835

Children Special Health Care Services (CSHSC)

There are currently 263 enrollees in this program.

Immunizations

Vaccination Type	Number Administered
DTaP	46
Td	17
Tdap	77
Hib	75
Meningococcal Conjugate	92
HPV	93
Hib Hep B	0
Hep B (Pediatric)	16
Hep B (adult)	47
IPV Dose	36
MMR	5
MMRV	46
Varicella	28
Pneumococcal Conjugate (PCV7)	100
Pneumonia PPV 23	6
Hep A (Pediatric)	43
Hep A (Adult)	3
DTaP-Hep B-IPV	61
Hep A / Hep B	3
Rotavirus	41
Influenza	0
TB Testing	218
TOTAL	1061

Labratory

Number of Clients		Number of Tests	
Apr	332	Apr	474
May	402	May	641
June	N/A	June	N/A

Women, Infant and Children (WIC) Program

	New	Recertification	Reinstate	Infant Evaluation	High Risk	Nutrition Education	Bulletin Board	Internet Education	Total	Lead Eligible	Lead Check Done	Lead Check Done at Doctor	Lead Check Refused
April	83	269	53	62	42	57	74	52	703	77	25	52	0
May	16	306	72	48	32	54	82	52	770	87	33	88	0
June	86	276	58	44	32	77	51	74	704	116	24	88	4

HOUSING DEPARTMENT

- Getting ready for the summer proved to be a busy time at Center Ridge Arms. We removed all the old outdoor furniture and purchased a swing, rocking chairs, accessible picnic tables, benches and chairs. The residents have been enjoying the outdoors much more without worrying about splinters when they sit down.
- In May, Hampton Township had a planned power outage which was scheduled to last from 11 p.m. to 9 a.m. the following morning. Because our generators only keep the emergency lights on in the common areas, those on oxygen needed other arrangements. With the help of the Red Cross, we had cots brought into the community room and a pajama party was planned. Anyone who was concerned about being alone in the dark for that period of time was invited to come and "sleep" in the community room.

- Also in May we invited the Hampton Township fire and police personnel to come to Center ridge Arms for a demonstration of our Evacu-Trac. Many took turns guiding the Evacu-Trac down the stairs. Lunch was provided for them following the demonstration.
- In June we had our second annual "beautification day" where we invite the residents to join us in planting flowers. We are trying to plant more and more perennials so the task of planting annuals will not be as daunting in the years to come. The result of our labor is clearly evident in the beautiful color display all around the building.
- We added 5 unwelcome residents this spring as a mother cat and 4 kittens took up residence under the gazebo in the courtyard. We successfully live-trapped the family one by one and transported them to the animal shelter where they are awaiting adoption. If anyone would like an adorable grey kitten, please stop by the shelter.
- We have started a preventive maintenance program on our unit air conditioners. We had a heating and cooling specialist here to show our staff how to do yearly maintenance on the units. With the help of an air compressor, we should be able to do every unit annually when apartment inspections are due.
- We replaced both water pumps in early July. Water to the building was scheduled to be shut down for up to 8 hours, but after 4 hours the work was done. With a lot of advance planning and announcements to our residents, everything went very smoothly.

PERSONNEL DEPARTMENT

- **Leadership Training Project**

Two of four leadership sessions have been completed. The first topics were, Essentials of Leadership and Building an Environment of Trust. A leadership survey was also conducted and will be discussed in a separate class. Additional workshop sessions will be completed in the fall. The goal of the project is to foster a culture of innovation, efficiency & excellence among all departments.

The training is supported by a grant from Michigan Works and Bay County.

- **Worksite Wellness for Bay County Employees**

Research on the return on investment and efficacy of worksite wellness programs was concluded in this quarter. A steering group met to review the need for a wellness program. Members wished to proceed with a request for quotes for a 2-3 year wellness program for county employees which would include health risk appraisals, health coaching, incentives, and programs to lower health risks.

Bay County was found to be ahead of many counties due to our current Fitness Initiative and Employee Assistance Program. Both are well used by employees.

- **Communicating with Employees**

The employee newsletter was published for the 1st and 2nd quarters of 2007. It was made available electronically through the new employee intranet. Non-computer connected employees were sent paper copies through interoffice mail. The newsletter and intranet are excellent ways to get information to all employees. There remains a need to market the intranet to employees so it is a well-recognized resource.

- **Board Resolution on Energy**

The Training Coordinator organized the employee meeting to take action on the energy and conservation resolution approved by the Board of Commissioners. Approximately 15 people attended. Sub-committees have been established to collect information. A new intranet page was developed under Resources called Conservation and Energy. This site provides recycling information and the action ideas resulting from the meeting.

- **Employee Assistance Program: Employee Use**

The annualized use rate (the rate at which would occur if the usage remained the same for a full year) for this program by Bay County employees & family members is as follows:

June, 2005 - May, 2006	11.10%*	56 total referrals
June, 2006 - December, 2007	10.52%	53 total referrals
January, 2007 - March, 2007	11.11%	14 total referrals (for the 1 st quarter)

*Average national use is 5 - 6%

- **Bay County Fitness Initiative: Employee Use**

A total of 9 corporate fitness memberships were purchased for Delta FRC at a rate of \$315/membership in May of 2005. Ten YWCA memberships were purchased at the same time at a rate of \$225/membership. Employees have used these as follows:

May, 2005-2006	YWCA	Delta
Employee Check-ins	185	28
Number of Uses	869	453
Average Uses/employee	5	16

May, 2006-2007

Employee Check-ins	167	32
Number of uses	1,774	324
Average uses/employee	10.6	10.1

The first year, Delta was used less frequently by employees but those who did use it, checked-in and used it more frequently than the Y. In the second year, The Y and Delta averaged close to the same in average uses by employees.

- **Unemployment**

Unemployment claims continue to be reviewed and tracked. When protests are made, an unemployment hearing is scheduled. This is a way for Bay County to ensure the employers facts are heard. Restitution has been made in a few cases as a result of claims follow-up.

